



COMPLIANCE OFFICE  
PHONE (504) 365-5312 • FAX (504) 365-5362

2023-2024  
TRANSFER FORMS  
INFORMATION SHEET

## IMPORTANT NOTICES

- 1 An Inter-District Permission Form is used for students who reside outside of Jefferson Parish.
- 2 Approved Inter-District Permission Forms are only valid for the academic year in which it was approved.
- 3 Students residing on the east side of the Mississippi River enrolled in schools operated by the school district shall be assigned to attend schools situated on the east side of the river. Students residing on the west side of the Mississippi River shall be assigned to attend schools situated on the west side of the river.
- 4 Information regarding transfer requests and transfer request forms may be accessed online at <https://www.ipschools.org/Page/264> or you may contact the Compliance Office at (504) 365-5312. For information regarding Advanced Studies Academies visit our website at <https://www.ipschools.org/Page/258> and for information regarding Magnet Schools and Magnet Programs, visit <https://www.ipschools.org/Page/267> or contact the Admissions Office at (504) 349-7792.
- 5 Any questions or concerns regarding transfers can be answered by calling the Compliance Office at (504) 365-5312.

## TYPES OF TRANSFERS

### 1. Advanced Studies Academy (ASA)

- The transfer policies and procedures applicable to the Advanced Studies Academies can be found in the documents entitled **Advanced Study Academy Admissions Policies and Procedures** and **Advanced Studies Academies (ASA) Transfer Policy Checklist**. These documents can be found at <https://www.ipschools.org/Page/258>

### 2. Extraordinary Circumstance

- Anyone attending a school outside of their attendance zone with an approved **Extraordinary Circumstance Transfer** waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- The Extraordinary Circumstance Transfer Request must be accompanied by a letter identifying the reason(s) for the request and supporting documentation provided by a **non-related person** such as a treating physician, social worker, or other person unrelated to the person submitting the request and the student on whose behalf the request is made.
- No Extraordinary Circumstance Transfer shall be approved where the reason in support of the transfer is exclusively based upon pre- and/or post-school child care considerations.

### 3. Special Education - Extraordinary Circumstance (SPED Extraordinary Circumstance)

- Anyone attending a school outside of their attendance zone or placement school with an approved **SPED Extraordinary Circumstance Transfer** waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility

of the transferring student or his/her parent(s)/legal guardian(s).

- The SPED Extraordinary Circumstance Transfer Request must be accompanied by supporting documentation provided by a **non-related person** such as a treating physician, social worker, or other person unrelated to the person submitting the request and the student on whose behalf the request is made.
- No Special Education - Extraordinary Circumstance Transfer shall be approved where the reason in support of the transfer is exclusively based upon pre- and/or post-school child care considerations.

#### 4. Inter-District Transfer & Permission Form

- Inter-District Permission Forms are only valid for the academic year in which it was approved.
- An Inter-District Permission Form is considered for students who were in a Jefferson Parish School for 2022-2023 but reside outside of Jefferson Parish and have obtained an approved Extraordinary Circumstance Transfer Request, Special Education Extraordinary Circumstance Transfer Request, or Tag Along Transfer Request for the 2023-2024.
- An Inter-District Permission Form will not be considered for approval by the Compliance Officer prior to the student obtaining an approved Extraordinary Circumstance Transfer Request, Special Education Extraordinary Circumstance Transfer Request, or Tagalong Transfer Request.
- Parents residing in Orleans Parish will submit the Inter-District Permission form to the Compliance Office and the permission form will subsequently be sent to the liaison at NOLA Public Schools.
- Parents residing in any parish outside of Orleans, must deliver the transfer request to the superintendent of the school district in which they reside, for his/her approval and signature, then submit the approved document to the Compliance Office of Jefferson Parish Schools.
- Transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/ legal guardian(s).

#### 5. Magnet School/Magnet Program

- Please refer to the information on the **Magnet Program Application, Magnet Program FAQs and the Magnet Transfer Request Form**. A link to these documents can be found at <https://www.jpschools.org/Page/267>

#### 6. Tag Along

- Transportation to and from school for an approved **Tag-Along Transfer (“Tag-Along”)** shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- Children of principals, assistant principals, guidance counselors, teachers, coaches and other certified school employees, and classified employees regularly assigned to or employed on a full time basis at a school in grades kindergarten through twelve may attend the regular school in which their parent(s)/legal guardian(s) are assigned or a school in the feeder pattern of the assigned school.
- When submitted to [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org) the Tag-Along transfer form must include: Photo id of the employee; Birth certificate of the child/children; Current proof of residency; any documentation that supports why the person submitting the transfer request may not be on the student’s birth certificate; and the signature of the appropriate principal(s).

- Employees residing outside of Jefferson Parish must also apply and receive an approved Inter-District Permission Form through the Compliance Office in addition to completing a Tag Along. The permission form must be signed by the Superintendent of the school district in which the employee resides. With the exception of employees residing in Orleans Parish, it is the responsibility of the employee to obtain the approved permission form from the Superintendent of schools in the parish in which they reside and email the completed document to [tagalongtransfer@jpschools.org](mailto:tagalongtransfer@jpschools.org).
- Tag-Along forms can be downloaded at <https://www.jpschools.org/Page/264>